

CERTIFIED TRANSCRIPT OF BIRTH APPLICATION

TOWN OF SMITHTOWN

Vincent Puleo, Town Clerk

IDENTIFICATION IS REQUIRED

**** PERSONAL CHECKS ARE NOT ACCEPTED ****

\$10.00 PER TRANSCRIPT

CERTIFICATE INFORMATION

NAME: _____
First Middle Last

DATE OF BIRTH: _____

PLACE OF BIRTH: _____

MOTHER'S MAIDEN NAME: _____
First Middle Last

FATHER'S NAME: _____
First Middle Last

Purpose for which certificate is required: (Please check one)

Passport Social Security Retirement Employment **Kindergarten

Driver's License School Entrance Marriage License **Welfare Assistance

**Veteran's Benefits Court Proceedings Entrance into Armed Forces

Other (Specify) _____

****No fee required, must present proof of necessity or waiver.**

APPLICANT INFORMATION

RELATIONSHIP TO PERSON NAMED ON CERTIFICATE: _____

Telephone Number: _____

PRINT NAME SIGNATURE

STREET CITY/STATE ZIP CODE

REGISTRAR USE ONLY

Driver's License/ Non-Driver ID: State _____ ID# _____

Other ID: _____

Supporting Documents: _____

Copies Requested: _____ **Registration #** _____ **Bar Code** _____

Payment: Cash Debit Credit Money Order

Amount Paid: _____ **Date:** _____

****PLEASE NOTE THAT WE DO NOT ACCEPT DEBIT/CREDIT PAYMENT BY MAIL**

07/2015

Acceptable Identification:

- Valid driver license
- State issued non-driver photo ID
- Passport
- U.S. Military ID
- Police report of lost or stolen ID

In the event that an applicant's ID does not match the name listed on the birth certificate documentation is required to support the difference such as a Marriage Certificate.

Copies cannot be issued unless one of the above forms of identification is presented along with any supporting documents, if necessary.

Access to Birth Certificates: A certified copy of a birth certificate may be issued only to:

1. A person with a New York State Court Order;
2. The person named on the birth certificate, if 18 years of age or older;
3. The parents of the person named on the birth certificate;
4. The lawful representative of the person named or the parents of the person named on the birth certificate;
5. A municipal, state or federal agency when needed for official purposes.

To request by mail please fill out the form, enclose a copy of one of the above listed forms of acceptable ID & supporting documentation if necessary along with a money order made payable to The Town of Smithtown.

Send To: Smithtown Town Clerk's Office
99 West Main Street
Smithtown, NY 11787

Note: Personal checks are not accepted. We do not accept credit or debit payments by mail